ADLTED 762.5 Course Outline as of Fall 2022

CATALOG INFORMATION

Dept and Nbr: ADLTED 762.5 Title: COMP OPS WRKP 5
Full Title: Computer Operations for the Workplace 5
Last Reviewed: 11/8/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	12	Lecture Scheduled	0
Minimum	0	Lab Scheduled	2.00	3	Lab Scheduled	24.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	24.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00   Total Student Learning Hours: 24.00

Title 5 Category: Non-Credit
Grading: Non-Credit Course
Repeatability: 27 - Exempt From Repeat Provisions
Also Listed As:
Formerly:

Catalog Description:
In this fifth course of a 5-course series, students will build competency in MS Office Suite. This course will focus on PowerPoint for personal and professional use. Students will learn how to create and format PowerPoint presentations.

Prerequisites/Corequisites:

Recommended Preparation:
Completion of ADLTED 762.4

Limits on Enrollment:

Schedule of Classes Information:
Description: In this fifth course of a 5-course series, students will build competency in MS Office Suite. This course will focus on PowerPoint for personal and professional use. Students will learn how to create and format PowerPoint presentations. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended: Completion of ADLTED 762.4
Limits on Enrollment:

Transfer Credit:
Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer: Effective: Inactive:

UC Transfer: Effective: Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Identify the basic features and functions of PowerPoint
2. Create a PowerPoint presentation with textual and visual elements
3. Manipulate an existing presentation using different editing and formatting tools

Objectives:
At the conclusion of this course, the student should be able to:
1. Create a presentation
2. Insert, delete, modify and format slides
3. Add and format text
4. Add visual elements
5. Add graphic elements
6. Apply slide transitions
7. Preview, print, and project a presentation

Topics and Scope:

I. Presentation
    A. Create a new presentation
    B. Open existing presentations
    C. Save a presentation

II. Slides
    A. Insert new slides
    B. Organize slides
    C. Customize slide layouts
    D. Apply themes

III. Text

    A. Add text
    B. Format and align text
    C. Creating bulleted and numbered lists
    D. Indent lists and paragraphs
    E. Line spacing

IV. Visual and Graphic Elements
    A. Text boxes
    B. Shapes
    C. Tables
    D. Charts
    E. Pictures
    F. Videos

V. Slideshows
    A. Apply transitions
    B. Modify transition effect
    C. Modify transition duration
    D. Add sound
    E. Remove a transition
    F. Present a slide show

Assignment:

1. PowerPoint exercises: creating a presentation, formatting a presentation and enhancing a presentation (6-8)
2. Oral presentation (1)
3. Summative demonstration of Skill attainment (1)

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None	Writing 0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None	Problem solving 0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

PowerPoint exercises; Oral presentation; Summative demonstration of skill attainment	Skill Demonstrations 65 - 100%

Exams: All forms of formal testing, other than skill performance exams.

None	Exams 0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation	Other Category 0 - 35%

Representative Textbooks and Materials:
Instructor and department prepared materials